MEMORANDUM

TO: CHAIRPERSONS OF MISSOURI REPUBLICAN PARTY COMMITTEES

FROM: DOUG RUSSELL, CHAIRMAN OF THE MRP

SUBJECT: 2006 REORGANIZATION OF ALL REPUBLICAN PARTY COMMITTEES

DATE: 7/6/2006

What a historic eighteen months it has been! Under the leadership of Governor Blunt and the Republican General Assembly, we have had unprecedented success as a Party and have enacted positive change for all Missourians. I would like to thank you for everything you have done over the last eighteen months, serving the Party and our candidates.

As this year's important elections are heating up, we must once again begin the reorganization of our party committees from the county to the state level. As the governing Party of our state, I cannot stress enough the importance of strong, complete and active Party committees. They are the cornerstone of our Party and are crucial to continued Republican victories in 2006 and 2008.

Enclosed you will find a full packet of information to assist you in planning your district's reorganization. This information is also available for you on our website – www.mogop.org Please pay careful attention to the completion of the committee reporting forms. The information you submit will be the official recognition of your committee with the Missouri Republican Party and the local election authority. Failure to return the forms, completed in full, could result in delays in future endeavors with the Party in your area or in publishing errors in the 2006-2007 Missouri Secretary of State Blue Book.

We understand that this project is somewhat labor intensive and can be confusing, so please take the time to thoroughly read this packet of information. If you have any questions or need assistance, the staff at the Missouri Republican Party headquarters is always available to help you and they can be reached at (573) 636-3146.

Thank you again for your support and service to the Missouri Republican Party!

Missouri Republican Party
2006 Committee Reorganization Packet

I. Memo from Missouri Republican State Committee Chairman, Doug Russell

II. 2006 Reorganization Guide and Timeline

III. Committee Reorganization Forms

a. The many forms enclosed in this packet relate to any and all party committee reorganizations. Please complete the forms relating to the committees which you chair with information on the newly elected committee members and officers. A copy should be mailed or faxed immediately following the reorganization meeting to the Missouri Secretary of State's office and the Missouri Republican Party:

State Information Center
P.O. Box 1767
Jefferson City, MO 65102
Attn. Kay Dinolfo
Fax: (573) 526-3242

Missouri Republican Party
204 East Dunklin
Jefferson City, MO 65101
Attn. Mika Schrimpf
Fax: 573-636-3273

IV. Bylaws for County, Legislative, Senatorial, Judicial and Congressional Committees

a. Pursuant to Missouri State Law §115.627, a party committee may adopt a constitution or bylaws or both. Such constitution or bylaws may have any provisions not in conflict with the laws of this state. Within a sixty (60) day period after the required organizational meeting following each primary election, any such constitution or bylaws may be changed or amended by a majority vote of the total membership of the committee. A copy of your committee's bylaws should be sent to the MRP at the above address for filing.

b. Bylaws are a very important document that dictate the operating rules for the committees. We HIGHLY encourage you to take the time during your meeting to adopt bylaws consistent with your type of committee and that do not conflict with any laws of Missouri. The MRSC bylaws are available on the web at www.mogop.org if you would like to use them as a guide.

The following information provides you with the dates and relevant Missouri State Statute information for the 2006 reorganization of the Missouri Republican Committees. If you or other committees on which you serve have further questions not addressed within this document, please do not hesitate to contact the Missouri Republican Party at 573-636-3146.

August 8th, 2006:

Pursuant to §115.613 **RsMo**, the qualified man and woman receiving the highest number of votes from each committee district (township, ward, etc.) for committeeman and committeewoman will be elected to the County Republican Central Committee.

**Exceptions:*

§115.613.2. **RsMo** If two or more qualified persons receive an equal number of votes for county committeeman or committeewoman of a party and a higher number of votes than any other qualified person from the party, a vacancy shall exist on the county committee which shall be filled by a majority of the committee in the manner provided in section 115.617 **RsMo**.

§115.613.3. **RsMo** If no qualified person is elected county committeeman or committeewoman from a committee district for a party, a vacancy shall exist on the county committee which shall be filled by a majority of the committee in the manner provided in section 115.617.

§115.613.4. **RsMo** The provisions of this subsection shall apply only in any county where no filing fee is required for filing a declaration of candidacy for committeeman or committeewoman in a committee district. If only one qualified candidate has filed a declaration of candidacy for committeeman or committeewoman in a committee district for a party prior to the deadline established by law, no election shall be held for committeeman or committeewoman in the committee district for that party and the election authority shall certify the qualified candidate in the same manner and at the same time as candidates elected pursuant to subsection 1 of this section are certified. If no qualified candidate files for committeeman or committeewoman in a committee district for a party, no election shall be held and a vacancy shall exist on the county committee which shall be filled by a majority of the committee in the manner provided in section 115.617 **RsMo**.

**All of these vacancies can be filled with a majority vote of the committee at the reorganization meeting.*

MISSOURI REPUBLICAN STATE COMMITTEE
2006 REORGANIZATION TIMELINE AND GUIDE

August 15th, 2006: County Reorganization (Third Tuesday in August)

Pursuant to §115.615 RsMo, all of the elected (at the August 8th primary) members of the county central committee will meet at a location within the county as designated by the current chairman. In counties of 1st, 2nd, and 3rd classification, the county courthouse shall be made available at no charge to the committee for this meeting.

The meeting notice is sent to the newly elected county central committee members by the current chairman of the committee prior to reorganization, even if the current chairman is not a newly elected member of the committee after the August 8th primary election. The meeting notice must be sent at minimum 5 days prior to the reorganization meeting.

At this meeting, the duly elected members can vote to fill any vacancies on the central committee and they shall also elect their Chairman and Vice Chairman (one man, one woman who must be members of the committee) & Treasurer and Secretary (one man, one woman who may or may not be voting members of the committee).

> **According to this statute all Chairman and Vice Chairman of the county committees by virtue of their office are made members of their respective legislative, senatorial, congressional and judicial committees.*

This meeting also provides the newly reorganized committee with an opportunity to adopt their county committee bylaws. These bylaws must be sent to the Missouri Republican Party office in Jefferson City for filing within 60 days of the reorganization meeting. If no bylaws are submitted to the Missouri Republican Party, the county central committee will automatically follow Missouri Republican State Committee Bylaws.

Forms will be provided to the current chairman and be made available through the Missouri Republican Party website. The forms (listing their county committee officers and membership) must be returned immediately to the Missouri Republican Party, and a copy should be submitted to their local election authority and the Missouri Secretary of State.

August 23rd, 2006: Legislative Reorganization (Third Wednesday after Primary)

Pursuant to §115.619 & 115.621 RsMo, all members of the legislative district committee will meet at a location within the district or within a county contained in their district as designated by current Chairman. In counties of 1st, 2nd and 3rd classification, the county courthouse must be made available for this meeting at no charge to the committee.

At this meeting the members shall elect their Chairman and Vice Chairman (one man, one woman who must be members of the committee) & Treasurer and Secretary (one man, one woman who may or may not be voting members of the committee).

*There are three voting configurations of legislative district committees. If you have questions as to your specific district membership, please contact the Missouri Republican Party 573-636-3146. They are as follows:

1. **A district that contains 2 or more counties in whole or in part.** The members of the legislative district committee are the township committee members whose townships are wholly or partially contained in the legislative district. These members are not required to live in the district to be a voting member, but a portion of their county or legislative district must be in the district.

2. **A district that has the exact same boundaries as the county.** The members of the legislative district committee are the county committee members. The officers shall be the same as the county committee.

3. **A district that is in part of a city or part of a county.** The members of the legislative district committee are the township or ward committeemen and committeewomen whose township or ward is wholly or partially contained in the district. The ward or township committeemen and committeewomen do not have to live in the district to be a member. If a vacancy exists on any of the above mentioned legislative committee seats, it can not be filled at this meeting, but should be filled at the respective district meeting. (I.E. A township seat must be filled by the county committee.)

This meeting also provides the newly reorganized committee with an opportunity to adopt their legislative committee bylaws. These bylaws must be sent to the Missouri Republican Party office in Jefferson City for filing within 60 days of the reorganization meeting. If no bylaws are submitted to the Missouri Republican Party, the legislative committee will automatically follow Missouri Republican State Committee Bylaws.

Forms will be provided to the current chairman and be made available through the Missouri Republican Party website. The forms (listing their legislative committee officers and membership) must be returned immediately to the Missouri Republican Party, and a copy should be submitted to their local election authority and the Missouri Secretary of State.

August 26th, 2006: Senatorial Reorganization (Third Saturday after Primary)

Pursuant to §115.619 & 115.621 RsMo, all members of the Senatorial district committee will meet at a location within the district as designated by the current Chairman. If there is not a current Chairman, the decision falls to the current Congressional District Chair.

In counties of 1st, 2nd and 3rd classification, the county courthouse must be made available for this meeting at no charge to the committee.

At this meeting the members shall elect their Chairman and Vice Chairman (one man, one woman who must be members of the committee) & Treasurer and Secretary (one man, one woman who may or may not be voting members of the committee).

There are three voting configurations of senatorial district committees. If you have questions as to your specific district membership, please contact the Missouri Republican Party 573-636-3146. They are as follows:

1. **A district that contains 2 or more counties in whole or in part.** The members of the senatorial district committee are the county chairmen and vice-chairmen and legislative chairmen and vice-chairmen within the district. These members are not required to live in the district to be a voting member, but a portion of their county or legislative district must be in the district.

2. **A district that has the exact same boundaries as the county.** The members of the senatorial district committee are the county committee members. The officers shall be the same as the county committee.

3. **A district that is in part of a city or part of a county.** The members of the senatorial district committee are the township or ward committeemen and committeewomen whose township or ward are wholly or partially contained in the district. The ward or township committeemen and committeewomen do not have to live in the district to be a member.

This meeting also provides the newly reorganized committee with an opportunity to adopt their senatorial committee bylaws. These bylaws must be sent to the Missouri Republican Party office in Jefferson City for filing within 60 days of the reorganization meeting. If no bylaws are submitted to the Missouri Republican Party, the senatorial committee will automatically follow Missouri Republican State Committee Bylaws.

Forms will be provided to the current chairman and be made available through the Missouri Republican Party website. The forms (listing their senatorial committee officers and membership) must be returned immediately to the Missouri Republican Party, and a copy should be submitted to their local election authority and the Missouri Secretary of State.

August 29th, 2006: Congressional Reorganization (Last Tuesday in August after Primary)

Pursuant to §115.619 & 115.621 RsMo, all members of the Congressional district committee will meet at a location within the district as designated by the current

Chairman. In counties of 1st, 2nd and 3rd classification, the county courthouse must be made available for this meeting at no charge to the committee.

At this meeting the members shall elect their Chairman and Vice Chairman (one man, one woman who must be members of the committee) & Treasurer and Secretary (one man, one woman who may or may not be voting members of the committee).

*There are three voting configurations of congressional district committees. If you have questions as to your specific district membership, please contact the Missouri Republican Party 573-636-3146. They are as follows:

1. **A district that contains 2 or more counties in whole or in part.** The members of the congressional district committee are the county chairmen and vice-chairmen and legislative chairmen and vice-chairmen within the district. These members are not required to live in the district to be a voting member, but a portion of their county or legislative district must be in the district.

2. **A district that has the exact same boundaries as the county.** The members of the congressional district committee are the county committee members. The officers shall be the same as the county committee.

3. **A district that is in part of a city or part of a county**. The members of the congressional district committee are the township or ward committeemen and committeewomen whose township or ward is wholly or partially contained in the district. The ward or township committeemen and committeewomen do not have to live in the district to be a member.

This meeting also provides the newly reorganized committee with an opportunity to adopt their congressional committee bylaws. These bylaws must be sent to the Missouri Republican Party office in Jefferson City for filing within 60 days of the reorganization meeting. If no bylaws are submitted to the Missouri Republican Party, the congressional committee will automatically follow Missouri Republican State Committee Bylaws.

Forms will be provided to the current chairman and be made available through the Missouri Republican Party website. The forms (listing their congressional committee officers and membership) must be returned immediately to the Missouri Republican Party, and a copy should be submitted to their local election authority and the Missouri Secretary of State.

September 5th, 2006: Judicial Reorganization (First Tuesday in September after Primary)

Pursuant to §115.619 & 115.621 RsMo, all members of the Judicial district committee will meet at a location within the district as designated by the current Chairman. In counties of 1st, 2nd and 3rd classification, the county courthouse must be made available for this meeting at no charge to the committee.

At this meeting the members shall elect their Chairman and Vice Chairman (one man, one woman who must be members of the committee) & Treasurer and Secretary (one man, one woman who may or may not be voting members of the committee).

*The circuit court districts determine judicial district committees. There are three voting configurations of judicial district committees, 115.619 RsMO. They are as follows:

1. **A district that contains 2 or more counties in whole or in part.** The members of the judicial district committee are the county chairmen and vice-chairmen and legislative chairmen and vice-chairmen within the district. These members are not required to live in the district to be a voting member, but a portion of their county or legislative district must be in the district.

2. **A district that has the exact same boundaries as the county.** The members of the judicial district committee are the county committee members. The officers shall be the same as the county committee.

3. **A district that is in part of a city or part of a county**. The members of the judicial district committee are the township or ward committeemen and committeewomen whose township or ward is wholly or partially contained in the district. The ward or township committeemen and committeewomen do not have to live in the district to be a member.

This meeting also provides the newly reorganized committee with an opportunity to adopt their judicial committee bylaws. These bylaws must be sent to the Missouri Republican Party office in Jefferson City for filing within 60 days of the reorganization meeting. If no bylaws are submitted to the Missouri Republican Party, the judicial committee will automatically follow Missouri Republican State Committee Bylaws.

Forms will be provided to the current chairman and be made available through the Missouri Republican Party website. The forms (listing their judicial committee officers and membership) must be returned immediately to the Missouri Republican Party, and a copy should be submitted to their local election authority and the Missouri Secretary of State.

December 2nd, 2006: State Committee 'MEMBER' elections (Saturday after the Third Tuesday in November after the general election on Nov. 7th)

Pursuant to § 115.619 & 115.621 RsMo the Senatorial district committee members (the same voting membership as designated in the above senatorial committee section) shall meet at a location within the senate district as designated by the current Senatorial Chairman for the purpose of electing one man and one woman to serve on the Missouri Republican State Committee.

These members do NOT have to serve on any other Republican committee to be nominated and elected, but they must be registered voters of the Senatorial district for at least one year.

Forms will be mailed to the newly elected senatorial chairman for immediate return to the Missouri Republican Party. A copy of this form is to be sent to the Missouri Secretary of State.

These elected-state committee members do not take their 'seats' on the State Committee until the reorganization of the State Committee which typically takes place at the Lincoln Days committee meeting in February. At that time, the officers of the Missouri Republican State Committee are elected.

Meeting Agenda & Rules for above

Note: § 115.627- Constitution or bylaws of Political Committees

1. *The following suggested Agenda and Rules are based on State Statute and current MRP bylaws.*
2. *If a committee operates under different rules, they MUST be previously filed with the Secretary of State and the Missouri Republican Party.*
3. *If your district HAS filed other Bylaws with both SOS and MRP, then they are to be considered the standing rules for your reorganization meeting.*
4. *No rules that contradict Missouri State Statue or the Missouri Constitution can be adopted by any committee.*

Suggested Mtg. Agenda:

- Current Chairman Call to Order
- Roll Call
- **Election of Officers: (current chairman to preside until new chairman is elected)**
    - Chairman (Must be voting member of committee)
    - Vice-Chairman (Must be voting member of committee)

    - Secretary (Does NOT have to be voting member of committee)
        - *Secretary responsible for recording all minutes of meeting, reporting of new committee roster (Name, Address, Telephone and Email where applicable) to the Missouri Republican Party and submitting a copy of the adopted bylaws.*
    - Treasurer (Does NOT have to be voting member of committee)
- **Adoption of Bylaws:**
    - Must be a two-thirds vote of a district committee.
    - Cannot be in conflict with Missouri Constitution, laws or both.
    - If no bylaws are adopted, it is considered that the district follows the Missouri Republican State Committee Bylaws.
    - Must be adopted and filed with the Secretary of State and MRP no later than 60 days after the reorganization meeting.
- Secretary's Report [if any/applicable]
- Treasurer's Report [if any/applicable]
- Reading of communications [if any/applicable]
- Reports from subcommittees [if any]
- Unfinished business [if any]
- Adjournment

Robert's Rules of Order Newly Revised -

- They shall govern all proceedings, except as provided in committee bylaws, the Statutes of Missouri, or the Constitution.

Quorum –

- A simple majority of all votes allowed to be cast on any business before the District Committee. These votes may be represented by District Committee members in person or by duly held proxy. At least one officer must be present.

Proxy -

- Signed by the District Committee member giving the proxy
- Must be held by a qualified voter of the ward, township or sub-district of the committee member giving the proxy
- Proxies must be notarized
- No more than one (1) proxy shall be voted by any one person.

Missouri Ethics Commission:

If upon reorganization, your committee has a new Treasurer or new committee address and is already filed with the Missouri Ethics Commission (MEC); the committee is required to file an Amended Statement of Committee Organization with the MEC **within 5 days of the reorganization.** This form can be accessed with the following link www.mec.mo.gov/Ethics/CampFinance/CF_PDF/FillableForms/CO1&2FIF_w_Inst.pdf or by contacting the MEC at 573-751-2020.

If the committee is not already filed with the MEC and is planning to either 1) raise or spend more than $500 or 2) be eligible to contribute to candidates in the 2006 General Election, the committee must file a Statement of Committee Organization with the MEC by October 8, 2006 (30 days prior to the General election).

Please note the MEC is not responsible to supply committee treasurers with the necessary materials to file the required reports. The MEC no longer mails report packets to committee treasurers. Committee treasurers should contact the MEC and request these materials.

The best source of information is the MEC website and can be accessed with the following link: http://www.mec.mo.gov/Ethics/Generalinfo/Generalinfo.aspx . The MEC can also be contacted at 573-751-2020 and is located at 3411 Knipp Dr., Jefferson City, MO.